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Chief, Regulations Control Staff

15 JUL 1955

Deputy Comptroller

Proposed Tentative HB - Property Authorization
Control Procedure

1. Attached are three copies of the subject Handbook for authentication, signature and issuance as a Tentative Handbook, effective 1 July 1955. As discussed with you, this Tentative Handbook may be issued under the authority provided in the second sentence of subparagraph 2a (3) of Regulation labeled as "Tentative."

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2. The purpose of this Handbook is to establish a property authorization control procedure to be used in connection with issuances of property to projects or activities which are to be charged to cost at time of issue.

3. The proposed Handbook is issued under the authority of a Staff Study approved by the Deputy Director (Support), Special Support Assistant/Deputy Director (Plans) and Assistant Deputy Director (Admin), Deputy Director (Intelligence), dated 27 June 1955.

4. The proposed Handbook is to be issued on a tentative basis pending the issuance of a permanent Handbook which will include the principles and procedures of Allotment Control Procedures now being used by various Agency components as well as those covered by the Tentative Handbook.

5. Any questions with respect to the proposed procedure should be referred to Technical Accounting Staff, Office of the Comptroller, Extension

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ATTACHMENTS - 3
Handbook

TAS/REW:pc (14 July 55)
Distribution:

Orig. & 1-Addressee
1-Deputy Comptroller
1-TAS Subject Return
1-TAS Chrono
1-TAS Reading file

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TENTATIVE
HANDBOOK

NO.

TENTATIVE
HS

PROPERTY AUTHORIZATION CONTROL PROCEDURE

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1. INTRODUCTION

This Handbook is issued on a tentative basis under the authority of a Staff Study approved by the Deputy Director (Support), Special Support Assistant/Deputy Director (Plans) and Assistant Deputy Director (Admin.) Deputy Director (Intelligence), dated 27 June 1955, pending the issuance of a Handbook including the principles and procedures of or other similar allotment control procedures as well as those covered by this tentative Handbook.

2. PURPOSE

- To provide control over projects and other Agency activity approvals so that no project or activity will use Agency resources (appropriated funds or property from inventories) in excess of the amount approved under the Agency approval system.
- To provide the Office of Logistics with initial allotments at the beginning of each fiscal year as a source for financing procurement needs based upon replenishment requirements and authorized increases in stock levels within major categories.

3. COVERAGE

This property authorization control procedure shall apply to all property

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to be charged to cost at time of issue other than expendable supplies and equipment issued to building supply officers at Headquarters or within the RA Support Mission. The procedure will not apply to non-expendable property to be placed in use at Headquarters and within the RA Support Mission.

4. RESPONSIBILITIES

a. Agency Components

(1) Budget and Fiscal Officer

- (a) Request the Budget Division, Office of the Comptroller, based upon project and activity approval, for property authorization and any necessary adjustments thereto.
- (b) Maintain the allotment and property authorization control record and prepare and submit a Summary Obligation and Property Requisitions Report to the Finance Division at the end of each month for inclusion in the official accounting records of the Agency.

(2) Logistics Officer

Price all requisitions and furnish a priced copy of each requisition to the Budget and Fiscal Officer for his use.

b. Office of Logistics

- (1) Assist the allottee Logistics Officer in estimating prices on requisitions not covered in Agency catalogs and supplements.
- (2) Fill requisitions for property only when the requisitions include a certification that property authorization is available, as required by subparagraph 5b(2)(b), below.

c. Office of the Comptroller

(1) Budget Division

- (a) Issue Advice of Allotment Authorizations for each project or

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activity within the total amount approved for the project or activity by the approving authority.

- (b) Make adjustments between allotments and property authorizations as required by project or activity operations; subject, however, to the amount of the project or activity approval, any specific limitations set forth in such approval, and total availability of fiscal year funds.

(2) Finance Division

Issue Allotment and Property Status Reports and supporting detail schedules.

5. PROCEDURES, RECORDS AND REPORTS

a. General

- (1) An Allotment and Property Authorization Control Record (Exhibit A) is provided for the allottee for the purpose of currently showing the status of allotments and property authorizations, to ensure, insofar as possible, against the incurring of deficiencies.
- (2) The allottee shall maintain on the prescribed form, in addition to allotment information required by or other similar allotment control procedures, a record of each authorization which will reflect:
- (a) the amount of the property authorization, (b) the amount of the accumulated requisitions to Logistics, (c) the amount of accumulated property issues and, (d) the unused balance of the property authorization. He shall also periodically review the balance of unfilled requisitions (cumulative requisitions less cumulative property issues) to determine that they are accurate and currently appropriate.

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b. Operation of Allotment and Property Authorization Control Record

- (1) The Allotment and Property Authorization Control Record is established for the purpose of assuring that the obligations and requisitions do not exceed the amount allotted or authorized. A separate control record shall be established for each separate allotment of funds or property authorization, as evidenced by Advice of Allotment Authorization.
- (2) (a) Requisitions shall be priced by the Logistics Officer of the requisitioning office and shall be forwarded to the Budget and Fiscal Officer of the component whose cost symbol will be charged for the property.
- (b) The Budget and Fiscal Officer of the component whose cost symbol will be charged for the property requisitioned shall record the estimated amount of the requisitions in the control record and, through the use of a rubber stamp, certify to availability of authorization before release to the Office of Logistics. The rubber stamp will provide spaces for the requisition number, cost symbol, and signature of the authorizing officer. The stamp format is prescribed below and each allottee shall obtain sufficient rubber stamps for use in his activity:

"I certify that property authorization is available:

Requisition No. _____

Charge Cost Symbol No. _____

AUTHORIZING OFFICER"

(c) The detailed IBM listing of current month's issues supporting

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the Property Status Report shall be the basis for entries to the Property Issues column of Exhibit "A" (column "k") and any necessary adjustments in the Property Requisitions to Logistics of Exhibit "A" (column "j"). All entries and adjustments to the Property Requisitions to Logistics column of Exhibit "A" will be reflected in the Unused Balance of Authorizations column of Exhibit "A" (column "l").

- (d) The amounts of allotment and property authorization shown on Advice of Allotment Authorizations received shall be recorded in the Allotment and Authorization Received Column (column "f") of the control record. The amount of the allotment recorded in column "f" shall be extended to the Unobligated Balance of Allotment column (column "i") and the amount of property authorization to the Unused Balance of Authorization column (column "l"). These entries are illustrated on Exhibit "A", attached.

c. Reports(1) Summary Obligation and Property Requisition Report

In addition to information required by or similar allotment control procedures relating to allotments, the allottee shall furnish to the Finance Division, Office of the Comptroller, as of the end of each month, by allotment account number, the cumulative amount of property requisitions to Logistics. This report format illustrated in Exhibit "B" attached shall be transmitted so as to reach the Accounts Branch of the Finance Division not later than the third working day after the end of each month. Each allottee shall reproduce sufficient Summary Obligation and Property Requisition Report forms for

his use in order that constant information can be included in the

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reproduced form, including identification of the allottee component, allotment symbols and crypto or activity identification.

(2) Allotment and Property Authorization Status Report

- (a) This tabulating machine report shall be distributed monthly by the Finance Division, Office of the Comptroller, and shall reflect the current status of each allotment and property authorization and the overall status of the project or activity. The format of the report is illustrated in Exhibit "C", attached.
- (b) Each month, each allottee will be provided with a tabulating machine listing of the detailed property issue transactions in support of the summary amounts for property issues shown in the Allotment and Property Authorization Report.

6. EFFECTIVE DATE

The effective date of this procedure shall be 1 July 1955.

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DATE	REFERENCE	DESCRIPTION	CASE	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
19 July -56		Project Approval		60,000.00									
10-56		Relatived			20,000.00			20,000.00					
1	10-56	Property Authorization			10,000.00							10,000.00	
2	1-56	Travel Order			30,000.00	2,000.00		18,000.00					
2	R1-56	Requisition								800.00		9,200.00	
10	56678	Shipping Document								25.00	175.00	9,225.00	

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SUMMARY OBLIGATION and PROPERTY REQUISITION REPORT

REPORT NO. _____

For Period
Ended _____

TO : FINANCE DIVISION, ACCOUNTS BRANCH

FROM : _____
Office or Division Submitting Report

ALLOTMENT SYMBOL	CRYPTO or ACTIVITY	TOTAL CUMULATIVE OBLIGATIONS TO DATE	TOTAL CUMULATIVE REQUISITIONS TO DATE

APPROVED BY _____

DATE _____

EXHIBIT "B"

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Attachment *C*

FT 1954	EXP. - ISSUES	UNLIQ.-OBL.-REQ.	TOT. OBL.-REQ.	ALLOT. & AUTH.	UNOBL. BALANCES
11111111F	500.00	2,500.00	3,000.00	4,000.00	1,000.00
11111111P	9,000.00	1,000.00	10,000.00	15,000.00	5,000.00
	9,500.00 *	3,500.00 *	13,000.00 *	19,000.00 *	6,000.00
11111112F	530.00	470.00	1,000.00	5,000.00	4,000.00
11111112P	800.00	3,200.00	4,000.00	8,000.00	4,000.00
	1,330.00 *	3,670.00 *	5,000.00 *	13,000.00 *	8,000.00
11111113F	650.00	350.00	1,000.00	5,000.00	4,000.00
11111113P	890.50		890.50	1,000.00	109.50
	1,540.50 *	350.00 *	1,890.50 *	6,000.00 *	4,109.50
11111114F	2,500.00	1,500.00	4,000.00	9,000.00	5,000.00
	2,500.00 *	1,500.00 *	4,000.00 *	9,000.00 *	5,000.00
11111115P	6,500.00	86,500.00	93,000.00	100,000.00	7,000.00
	6,500.00 *	86,500.00 *	93,000.00 *	100,000.00 *	7,000.00
11111117F	360.50	139.50	500.00	800.00	300.00
11111117P	850.00	50.00	900.00	2,500.00	1,600.00
	1,210.50 *	189.50 *	1,400.00 *	3,300.00 *	1,900.00

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22,501.00

98,709.50

110,290.50

130,900.00

32,009.50

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DATE	REF	DESCRIPTION	QTY	UNIT PRICE	TOTAL	REMARKS	STATUS	REMARKS	STATUS	REMARKS	STATUS
19	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
July	-56	Project Approval		60,000.00							
11	10-56	Attachment		20,000.00				20,000.00			
1	10-56	Property Authorization		10,000.00							14,000.00
2	1-56	Shaw's Order		30,000.00							
2	R1-56	Requisition				2,000.00		18,000.00		800.00	9,200.00
10	56678	Shipping Document								25.00 775.00	9,225.00

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FY 1954

	EXP. - ISSUES	UNLIQ. OBL. - REQ.	TOT. OBL. - REQ.	ALLOT. & AUTH.	UNOBL. BALANCES
111111111F	500.00	2,500.00	3,000.00	4,000.00	1,000.00
111111111P	9,000.00	1,000.00	10,000.00	15,000.00	5,000.00
	9,500.00 *	3,500.00 *	13,000.00 *	19,000.00 *	6,000.00
111111112F	530.00	470.00	1,000.00	5,000.00	4,000.00
111111112P	800.00	3,200.00	4,000.00	8,000.00	4,000.00
	1,330.00 *	3,670.00 *	5,000.00 *	13,000.00 *	8,000.00
111111113F	650.00	350.00	1,000.00	5,000.00	4,000.00
111111113P	890.50		890.50	1,000.00	109.50
	1,540.50 *	350.00 *	1,890.50 *	6,000.00 *	4,109.50
111111114F	2,500.00	1,500.00	4,000.00	9,000.00	5,000.00
	2,500.00 *	1,500.00 *	4,000.00 *	9,000.00 *	5,000.00
111111115P	6,500.00	86,500.00	93,000.00	100,000.00	7,000.00
	6,500.00 *	86,500.00 *	93,000.00 *	100,000.00 *	7,000.00
111111117F	360.50	139.50	500.00	800.00	300.00
111111117P	850.00	50.00	900.00	2,500.00	1,600.00
	1,210.50 *	189.50 *	1,400.00 *	3,300.00 *	1,900.00

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22,581.00 95,709.50 118,290.50 150,300.00 32,009.50

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